Office of Trust Services Geospatial Support
GEOSPATIAL TRAINING SCHEDULE
OCTOBER 2014–MARCH 2015
Version: 11 July 2014

The Office of Trust Services Geospatial Support (OTSGS) function provides training to BIA employees and employees of federally recognized Tribes. There is no tuition cost for this training. Training equipment and training materials are provided by the OTSGS. Expenses for transportation, hotel accommodations, and meals are the responsibility of the participant. Training courses are available at the OTSGS Training Facility in Lakewood, Colorado and at various field locations per request and availability. The training schedule is subject to change at the discretion of the BIA.

REGISTRATION

Due to the high demand for training, please register early to help ensure placement in the requested course.

- To register for a course, email or fax the completed and signed registration form (on page 7) to OTSGS@bia.gov or 303-231-5229. Only one person and course per registration form. No registrations will be accepted over the phone. Please note the cancellation and absence policy (on page 2).

- Once the registration form is received, you will receive an email letting you know that the registration is being processed. If you do not receive this email within 24 hours of sending in your registration, please contact the OTSGS Help Desk at OTSGS@bia.gov or 1-877-293-9494 to make sure the registration form was received.

- Confirmations are sent via email approximately 4 weeks before the start of a course. Please do not make travel arrangements until enrollment confirmation is received.

- If we are unable to enroll you, an email will be sent indicating that your name will remain on the waitlist for the course. Should space become available, you will be contacted by the registrars. This does not put you on the waitlist for other courses.

- Should your contact information change, please contact the OTSGS Help Desk.

- BIA Attendance Policy requires at least 80% attendance in order to receive a certificate.

- If you are absent for more than eight hours without notification during the course, your manager or organization may be contacted with respect to safety protocol.

TRAINING AND REGISTRATION POLICIES

REGISTRATION PRIORITY

Courses taught at the OTSGS Lakewood Training Facility are filled on a first come first serve priority. All other course enrollment is based on the following policy. Up to ½ of the class will be filled honoring tribal priority within 120 miles and then within the BIA region of the training location, while the remainder will be filled on a first come first serve basis with the following priority:

1) **Tribal and BIA** employees **within 120 miles** of the training location
2) **Tribal and BIA** employees **within the BIA region** of the training location
3) **Tribal and BIA employees from outside the 120-mile radius** and **outside the BIA region** of the training location

Classes are filled on a first come, first serve basis without priority if not full upon confirmation. All registrations are confirmed approximately 4 weeks before the start date of the course based on the above policies.

COURSE PREREQUISITES

To fulfill a course PREREQUISITE, refer to the course description for the specific class that you want to sign up for. There may be both instructor-led and ESRI Virtual Campus course (see *ESRI Virtual Campus Courses* below) options that fulfill course prerequisites. If the prerequisite is completed through venues other than the BIA or is Web-based, a copy of your Certificate of Completion is required in order to enroll in the class. It is requested that a copy of the certificate accompanies your faxed course registration form (see page 7), but a copy must be faxed to the registrars no later than four weeks prior to the start of the course. Failure to complete the prerequisites may result in the denial of enrollment.

ESRI VIRTUAL CAMPUS COURSES

ESRI Web-based, Virtual Campus GIS courses are available, at no cost, through the current Enterprise License Agreement (ELA) between ESRI and the Department of the Interior (DOI). For more information please see the OTSGS product list, found online at http://www.bia.gov/WhatWeDo/ServiceOverview/Geospatial/index.htm, or contact the OTSGS Help Desk at 1-877-293-9494 for a list of courses and an order form.

CANCELLATIONS and ABSENCES

Due to the high demand for training, the BIA has implemented a Cancellation Policy and an Absence Policy.

Student Cancellation Policy
If you are unable to attend a course for which you are registered, the OTSGS registrars must receive your cancellation a minimum of one week before the start of the course for which you are registered. If the OTSGS does not receive the required notice of cancellation, it may result in the denial of your registration for other courses. If you need to cancel a course you are registered for, please contact the OTSGS Help Desk (toll-free) at 1-877-293-9494.

Student Absence Policy
Not attending a course for which you have been accepted may result in the denial of your registration for other courses.

If you are absent for more than eight hours during the course without notifying the instructor, your manager or organization may be contacted with respect to safety protocol.

BIA Cancellation Policy
In certain situations, it may be necessary for the BIA to cancel a course due inclement weather, low enrollment, or other unforeseeable circumstances. In the event of a cancellation, the BIA will make every effort to cancel the course before confirmation information is sent out.

CERTIFICATE OF COMPLETION

A Certificate of Completion will be issued for each course completed. BIA Attendance Policy requires at least 80% attendance in order to receive a certificate.

HOSTING TRAINING

If your organization is interested in hosting training, please contact the help desk at OTSGS@bia.gov or 1-877-293-9494 to obtain a Request for Training form. Please return the filled out form to the OTSGS@bia.gov. Because of the high demand for training, the BIA prefers that at least 10 individuals in the area to be interested in taking the course. Note you may contact other departments within your organization as well as other Tribes, Tribal Entities, and BIA Agency offices. To host training, you will need to provide the OTSGS with a facility equipped with chairs, tables, and electricity for up to 12 students as well as a projectable surface such as a projector screen, dry erase board, or white wall. The Bureau of Indian Affairs will provide all laptops and training materials. No internet connection is required at this time. Classes held at Tribal Facilities or on Tribal Land will require a signed Letter of Permission once training dates have been established. Verbage for this letter can be obtained from the OTSGS Help Desk.

Once the Request for Training form is returned to the OTSGS, the OTSGS will try to honor the requests in the order they are received. Due to the high demand for training there is a waitlist for training in addition to schedules being published in 6-month increments (see Schedule Releases section below). Therefore, if you are interested in training, you are encouraged to submit a request for training as soon as reasonably possible.

SCHEDULE RELEASES

Once the schedule has been approved, some flexibility must remain to allow for adjustments; therefore the training schedule is subject to change at the discretion of the BIA. It is the policy of the BIA to release the upcoming schedule of classes on a bi-annual basis, releasing the schedule for a given half-year by the beginning of the previous quarter. You may look for schedule updates by the beginning of the quarter prior to the start of classes for that given schedule. You can find the current schedule(s) online at http://www.bia.gov/WhatWeDo/ServiceOverview/Geospatial/index.htm.

MAXIMUM CLASS SIZE

In accordance with industry standards the BIA has set a maximum class size of 12 students for all courses, except GPS courses, which have a maximum class size of 8 students. This allows the BIA the best opportunity to provide efficient and effective training.

CONFERENCE COURSES

Some courses are scheduled in conjunction with conferences. These courses may be specially designed for conferences and may not be available for future offerings. Furthermore, these courses may be subject to registration policies other than the OTSGS registration policy. Registration policy exceptions are generally noted at the bottom of page 5.

SUMMARY OF COURSE OFFERINGS

ESRI-CERTIFIED COURSE OFFERINGS

ESRI is in the process of discontinuing the ESRI Certified Training Program (CTP), which means that the OTSGS will no longer be able to teach the ESRI Certified courses. The ESRI CTP will be completely discontinued as of December 2014.

OTSGS COURSE OFFERINGS

The OTSGS has shifted from the ESRI CTP Materials to other training material including material created in house and material created by ESRI Press. The OTSGS has found the new course materials, in many ways, to be more relevant to the tribes and BIA. The BIA will continue to update and improve these courses as resources allow, balancing between development and training. The OTSGS looks forward to continuing to serve its customers with updated, high-quality trainings and training materials.

Course Offering	Version	Description	# of Days	Prerequisite
Principles of GIS	10.2.2	A basic course intended for those new to GIS or with some GIS experience.	4	Comfortable using Windows-based software.
Introduction to Cartography	10.2.2	In-depth map design using ArcMap 10.2.2.	4	*Principles of GIS, ArcGIS Desktop 1*, or *Learning ArcGIS Desktop 10.0*
Introduction to GPS	10.2	A quick hands-on course highlighting the use of Trimble Juno GPS Units with ArcPad 10.2.	1	Comfortable using Windows-based software.

COURSE DESCRIPTIONS

PRINCIPLES OF GIS, V10.2.2

Principles of GIS is a four day technical course developed by the BIA based on the ESRI Press course material. This four day course teaches the fundamental concepts and basic functions of GIS. Students will develop basic software skills by working with ArcGIS Desktop 10.2.2 to symbolize and create a basic map, work with different types of geographic data, create and edit vector data, and utilize basic analysis tools.

COURSE GOALS:
- Understand what GIS is, what it can do, and how others are using it.
- See how your organization can benefit from a GIS.
- Create a basic GIS map.
- Work with different types of geographic data.
- Access information about geographic datasets and features.
- Apply a systematic approach to analyzing data in order to find patterns and relationships.

WHO SHOULD ATTEND:
- Individuals who do not have any prior GIS education or workplace experience with GIS.
- GIS support staff, and anyone else who needs to understand how GIS fits into their organization.

PREREQUISITES: Students should be comfortable using Microsoft Windows-based software.

INTRODUCTION TO CARTOGRAPHY, V10.2.2

Introduction to Cartography is a four day technical course developed by the BIA. This course emphasizes the advanced techniques involved in effectively communicating the results of geospatial analysis through paper map production, as well as through a variety of digital representations. Areas discussed are design, layout, symbolization, color theory, text and annotation usage, overall theme communication, data-driven pages, and cartographic representation. Course format consists of delivery and discussion of lecture material and detailed software exercises following each lecture topic. An additional highlight of the course is the interactive class critique of printed draft map versions and final digital map products produced in the exercises.

COURSE GOALS
- Conceptual map design and effective map communication
- Advanced color, symbology, and text concepts and application
- Achieving visual balance with effective map element arrangement
- Draft and final map product critique and output

PREREQUISITE: Students must have completed *ArcGIS Desktop I: Getting Started with ArcGIS, Principles of GIS, Learning ArcGIS Desktop 10.0*, an equivalent course, or have equivalent professional experience.

INTRODUCTION TO GPS, V10.2

This one day course presents ArcPAD tools and functionality for GPS work. Using ArcPAD 10.2, Trimble Juno 3b units, and ArcGIS Desktop 10.2.2, this course will combine lectures, hands-on field exercises, and hands-on course exercises to give a better understanding of the principles of GPS and GPS fieldwork. Students will follow the GPS/GIS workflow to prepare data, create templates, update data, and transfer data back to ArcMap.

COURSE GOALS
- Read a GPS unit and use the ArcPad Interface
- Add GPS field data
- Discuss how GPS works and how GPS can benefit your organization.
- Create and manage shapefiles in ArcPAD
- Apply the workflow involved in GPS work

PREREQUISITE: Students should be comfortable using Microsoft Windows-based software.

OCTOBER 2014–MARCH 2015
TRAINING SCHEDULE

Region / Field Location	Course	Date
OTSGS Lakewood Training Facility Lakewood, CO	*Principles of GIS*	**Oct 14-17, 2014**
SW | BIA – Southwestern Regional Office Albuquerque, NM	*Principles of GIS*	**Oct 27-30, 2014**
Tribal GIS Conference Special Offering** Albuquerque, NM	*Introduction to GPS*	**Nov 3, 2014**
Tribal GIS Conference Special Offering** Albuquerque, NM	*Introduction to GPS*	**Nov 4, 2014**
OTSGS Lakewood Training Facility Lakewood, CO	*Principles of GIS*	**Nov 17-20, 2014**
OTSGS Lakewood Training Facility Lakewood, CO	*Principles of GIS*	**Dec 8-11, 2014**
OTSGS Lakewood Training Facility Lakewood, CO	*Principles of GIS*	**Jan 6-9, 2015**
OTSGS Lakewood Training Facility Lakewood, CO	*Introduction to Cartography**	**Jan 12-15, 2015**
PAC | Hoopa Valley Tribe Hoopa, CA	*Principles of GIS*	**Jan 27-30, 2015**
OTSGS Lakewood Training Facility Lakewood, CO	*Introduction to Cartography**	**Feb 9-12, 2015**
EOK | Seminole Nation of Oklahoma Seminole, OK	*Introduction to Cartography**	**Feb 24-27, 2015**
EAS | Seminole Tribe of Florida Hollywood, FL	*Introduction to Cartography**	**Mar 10-13, 2015**
NAV | Navajo Nation Fort Defiance	*Introduction to Cartography**	**Mar 24-27, 2015**

All courses are taught in ArcGIS version 10.2.2 and ArcPad 10.2 unless otherwise indicated.

* Indicates course has a prerequisite. Please review Course Descriptions on pages 3–4.

**Indicates this is a special course offered in conjunction with the Tribal GIS Conference. This course is for attendees of the Tribal GIS Conference and is not subject to OTSGS Registration Policy.

BUREAU OF INDIAN AFFAIRS REGIONAL MAP
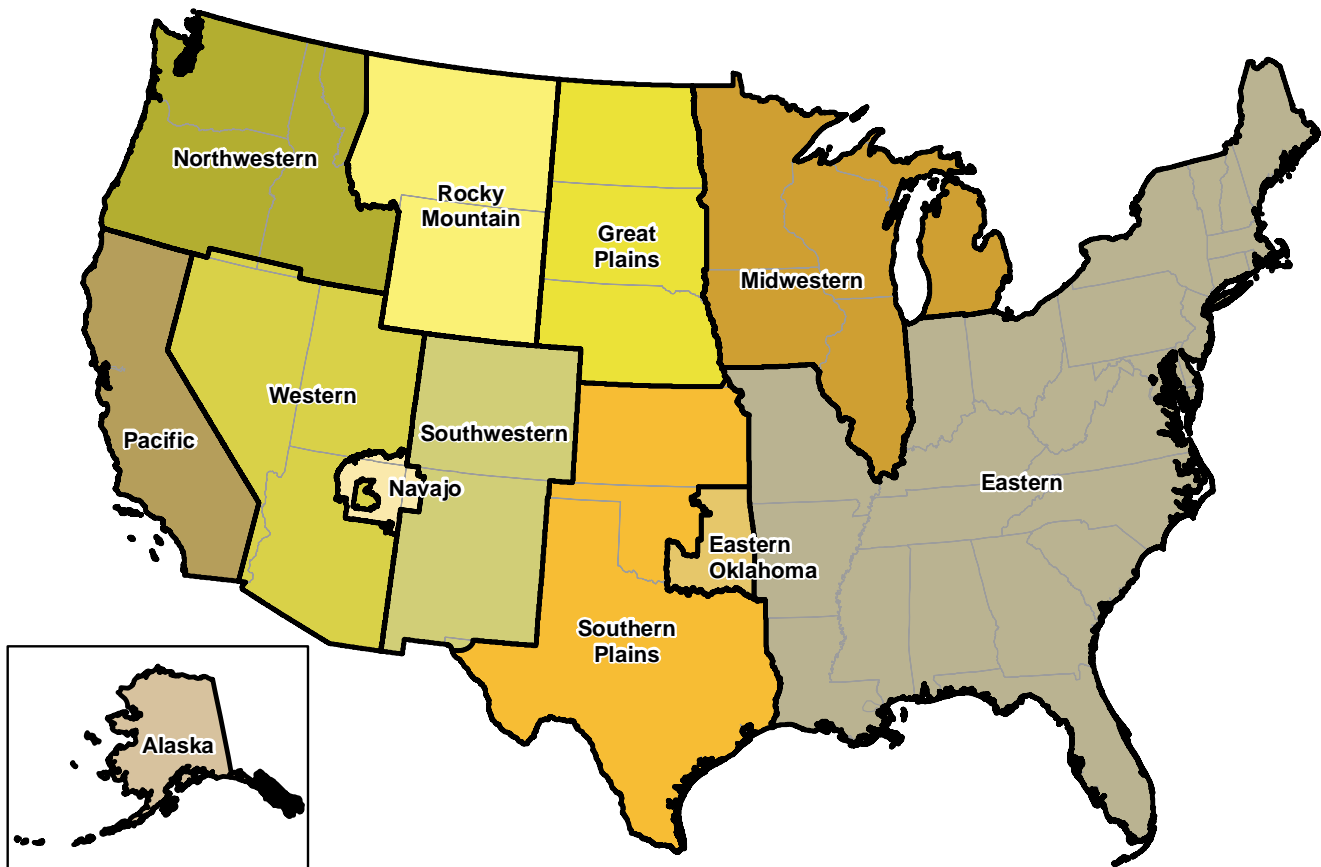
ABOUT THE INSTRUCTORS

All instructors have the following minimum certifications:

- ESRI Certified ArcGIS Desktop Technical Associate
- CompTIA Certified Technical Trainer (CTT+)
- Bachelor's or Master's Degree in a relevant field
- 5+ years of GIS experience

Office of Trust Services Geospatial Support
GIS Training Program Registration Application

The Office of Trust Services Geospatial Support (OTSGS) function is a provider of GIS Training to employees of federally-recognized tribes, as well as BIA central, regional, and agency offices.

To register for a course, a registration form must be completed for each course of interest. **Email the completed registration form to OTSGS@bia.gov or fax to Attn: Registrar at 303-231-5229.**

Processing emails are sent within 24 hours. Confirmations are sent via email or fax approximately four weeks before the start of the course. **Please do not make travel arrangements until enrollment confirmation is received.**

All applicable fields must be filled in completely or delays in enrollment will occur.

Course Information *(one registration form per course)*	
Course Name *(select one)*	
Course Date	Course Location

Student Information *(one registration form per student)*	
Student Name	Title
Employment Affiliation *(select one)* Tribal BIA	BIA Region *(select one)*
Tribe or BIA Agency of Employment	Department
Street Address	
City, State	Zip Code
Telephone	Fax
E-mail Address	
Previous GIS Training or Experience	

Supervisor Approval	
Supervisor Name	Supervisor Phone Number
Supervisor's Approval Signature *(Required)*	Date

Student Confirmation

Prerequisite Policy: If the prerequisite is completed through venues other than the BIA or is Web-based, a Certificate of Completion is required. It is preferred that a copy of the certificate accompanies this form, but it is required that a copy be faxed to the registration no later than 4 weeks prior to the start of the course. Failure to complete the prerequisite may result in the denial of enrollment.

Cancellation and Absence Policy: If you are unable to attend a course for which you are registered, the OTSGS registrars must receive your cancellation a minimum of one week before the start of the course for which you are registered. If the OTSGS does not receive the required notice of cancellation, it may result in the denial of your registration for other courses. Not attending a course for which you have been accepted may also result in the denial of your registration for other courses. If you are absent for more than eight hours during the course without notifying the instructor, your manager or organization may be contacted with respect to safety protocol. If you need to cancel a course you are registered for, please contact OTSGS Registration at 877-293-9494 (OTSGS Help Desk).

I understand that this training event is subject to the Office of Trust Services Geospatial Support's Training Terms and Conditions. Full Terms and Conditions can be found at: http://www.bia.gov/WhatWeDo/ServiceOverview/Geospatial/index.htm.

Student Signature *(Required)*	Date